

## Renaming sheets

Sheets can be renamed at any time. To give a sheet a more meaningful name:

- Enter the name in the *Name* box when you create the sheet, or
- Double-click on the relevant sheet tab and replace the existing name through the Rename Sheet dialog, or
- Right-click on the relevant sheet tab, select **Rename Sheet** in the context menu, and replace the existing name through the Rename Sheet dialog, or
- Left-click on the relevant sheet tab, select **Sheet > Rename Sheet** on the Menu bar, and replace the existing name through the Rename Sheet dialog.

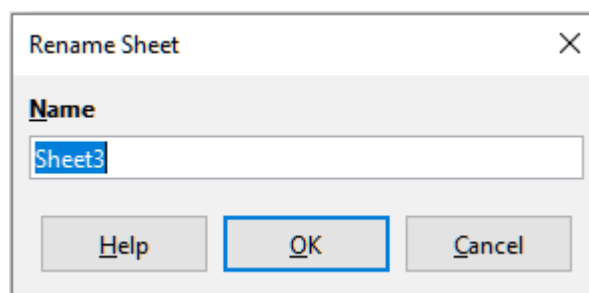


Figure 366: Rename Sheet dialog

A sheet name cannot be empty and must not be a duplicate of an existing name.

### ✓ Note

The following characters are not allowed in sheet names: colon (:), back slash (\), forward slash (/), question mark (?), asterisk (\*), left square bracket ([), right square bracket (]). The apostrophe (') character is not allowed as the first or last character of the name.

### i Tip

In some LibreOffice Calc installations you can hold down the **Alt** key, click on the sheet name, and enter the new name directly.

Your sheet tab area should now look like this.

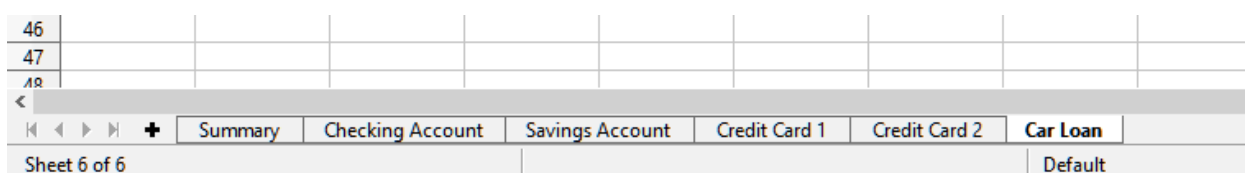


Figure 367: Six renamed sheets

Now we will set up the account ledgers. This is just a simple summary that includes the previous balance plus the amount of the current transaction. For withdrawals, we enter the current transaction as a negative number so the balance gets smaller. A basic ledger is shown in Figure 368.

This ledger is set up in the sheet named *Checking Account*. The total balance is added up in cell F3. You can see the equation for it in the Formula bar. It is the summary of the opening balance, cell C3, and all of the subsequent transactions.